

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 300—General

PART 300-1--THE FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Sec.

- 300-1.1 What is the Federal Aviation Administration Travel Policy?
- 300-1.2 What is the authority for FAA to issue the FAATP?
- 300-1.3 What are the goals of the FAATP?
- 300-1.4 How is the FAATP organized?
- 300-1.5 Who is responsible for issuing the FAATP?
- 300-1.6 Who should I contact if I have questions regarding the FAATP?

§ 300-1.1 What is the Federal Aviation Administration Travel Policy? The Federal Aviation Administration Travel Policy (FAATP) is the document which establishes the policies governing official travel and relocation by all FAA employees.

§ 300-1.2 What is the authority for FAA to issue the FAATP? Section 347 of Pub. L. 104-50—Department of Transportation and Related Agencies Appropriations Act, 1996. Section 347 of Pub. L. 104-50 grants the Administrator authority to develop a personnel system with new personnel policies, including travel policies, and to exempt FAA from certain provisions of title 5, United States Code, and implementing Governmentwide regulations, including the Federal Travel Regulation.

§ 300-1.3 What are the goals of the FAATP? The goals are:

- (a) To provide equitable reimbursement to employees for additional expenses incurred while performing official travel or while relocating at Government expense;
- (b) To ease administrative burdens placed on FAA; and
- (c) To limit FAA's costs.

§ 300-1.4 How is the FAATP organized? The FAATP is organized into 5 chapters as follows:

Chapter	Contains the rules applicable to:
300	The entire FAATP.
301	Employees performing official business travel.
302	Employees relocating at Government expense.
303	Transportation of an employee's remains, family and personal effects when an employee dies.
304	Acceptance of payment from a non-Federal source for travel expenses.

§ 300-1.5 Who is responsible for issuing the FAATP? The Assistant Administrator for Financial Services has been delegated the authority to issue amendments to the FAATP.

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§ 300-1.6

Who should I contact if I have questions regarding the FAATP?

You should ask the accounting office processing your claim. The accounting office processing your claim is responsible for applying the provisions of the FAATP to your particular claim. If they require an interpretation or explanation of the provisions, they will contact the Financial Services Branch (AFM-330).

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PART 300-2--HOW TO USE THE FAATP

Sec.

300-2.1	In what format is the FAATP written?	
300-2.2	What is the purpose of the question and answer format?	
300-2.3	How is the rule expressed in the question and answer format?	
300-2.4	Who is the user that the FAATP addresses?	
300-2.5	How is the user addressed in the FAATP?	
§ 300-2.1	In what format is the FAATP written?	The FAATP is written in the question and answer format.
§ 300-2.2	What is the purpose of the question and answer format?	The Q&A format is an effective way to engage the reader and to break the information into manageable pieces
§ 300-2.3	How is the rule expressed in the question and answer format?	The rule is expressed in both the question and answer.
§300-2.4	Who is the user that the FAATP addresses?	The employee, although the FAA will also use the FAATP, and is bound by its provisions.
§ 300-2.5	How is the user addressed in the FAATP?	The FAATP asks questions in the first person, as the user would. It then answers the questions in the second person as follows

In the...	The employee is referred to using...
Question,	I, me, my, or myself.
Answer,	You, or your.

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PART 300-3--GLOSSARY OF TERMS

Sec.

300-3.1	What does the term “actual expense” mean?
300-3.2	What is an “actual subsistence expense allowance (ASEA)”?
300-3.3	What is an “approved accommodation”?
300-3.4	What are “automated-teller machine (ATM) services”?
300-3.5	What is a “common carrier”?
300-3.6	What is a “conference”?
300-3.7	What does CONUS mean?
300-3.8	What is a “contract passenger transportation service”?
300-3.9	What is an “employee with a disability”?
300-3.10	What is “extended stay travel”?
300-3.11	What is a “fixed rate per diem”?
300-3.12	What is a “foreign air carrier”?
300-3.13	What is a “foreign area”?
300-3.14	What is a “Government aircraft”?
300-3.15	What is a “Government contractor-issued individually billed charge card”?
300-3.16	What is a “Government furnished automobile”?
300-3.17	What is a “Government furnished vehicle”?
300-3.18	What is a “Government Transportation Request (GTR)”?
300-3.19	What is an “interviewee”?
300-3.20	What is “invitational travel”?
300-3.21	What is the “lodgings plus” per diem system?
300-3.22	What is a “non-foreign area”?
300-3.23	What is a “per diem allowance”?
300-3.24	What is a “place of public accommodation”?
300-3.25	What is a “post of duty”?
300-3.26	What is a “privately owned automobile”?
300-3.27	What is a “privately owned vehicle (POV)”?
300-3.28	What is a “special conveyance”?
300-3.29	What are “subsistence expenses”?
300-3.30	What is a “temporary duty location”?
300-3.31	What is “total elapsed time”?
300-3.32	What is a “travel advance”?
300-3.33	What is a “travel authorization (order)”?
300-3.34	What is a “travel claim (voucher)”?
300-3.35	What is a “travel management system”?

§ 300-3.1	What does the term “actual expense” mean?	Actual expense means the payment of authorized actual expenses incurred.
§ 300-3.2	What is an “actual subsistence expense allowance (ASEA)”?	An allowance which allows the payment of actual expenses for all subsistence expenses.

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§ 300-3.3	What is an “approved accommodation”?	An “approved accommodation” is any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at http://www.usfa.fema.gov/hotel/index.htm .
§ 300-3.4	What are “automated-teller machine (ATM) services”?	Automated-Teller-Machine (ATM) services are Government contractor provided ATM services that allow cash withdrawals from participating ATMs to be charged to a Government contractor issued charge card.
§ 300-3.5	What is a “common carrier”?	A “common carrier” is a private-sector supplier of air, rail or bus transportation.
§ 300-3.6	What is a “conference”?	A “conference” is a meeting, retreat, seminar, symposium or event that involves attendee travel. The term “conference” also applies to training activities that are considered to be conferences under 5 CFR 410.404.
§ 300-3.7	What does CONUS mean?	CONUS means the Continental United States (CONUS). CONUS comprises the 48 contiguous States and the District of Columbia.
§ 300-3.8	What is a “contract passenger transportation service”?	A “contract passenger transportation service” is a U.S. certificated air carrier which is under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.
§ 300-3.9	What is an “employee with a disability”?	<p>An “employee with a disability” is :</p> <p>(a) An employee who has a disability as defined in paragraph (b) of this definition and is otherwise generally covered under the Rehabilitation Act of 1973, as amended (29 U.S.C. 701, et. seq.);</p> <p>(b) “Disability,” with respect to an employee, means:</p> <ol style="list-style-type: none">(1) Having a physical or mental impairment that substantially limits one or more major life activities;(2) Having a record of such an impairment;(3) Being regarded as having such an impairment; but(4) Does not include an individual who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.

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(c) “Physical or mental impairment” means:

- (1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organ, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or
- (2) Any mental or psychological disorder (e.g., mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities).
- (3) The term “physical or mental impairment” includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech and hearing impairments.

(d) “Major life activities” means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

(e) “Has a record of such an impairment” means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

(f) “Is regarded as having such an impairment” means the employee has:

- (1) A physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;
- (2) A physical or mental impairment that substantially limits major life activities as a result of the attitudes of others toward such an impairment; or
- (3) None of the impairments defined under “physical or mental impairment”, but is treated by the employing agency as having a substantially limiting impairment.

§ 300-3.10

What is “extended stay travel”?

“Extended stay travel” is travel which involves:

- (a) The temporary duty assignment which lasts 31 calendar days or more; or
- (b) The temporary duty assignment involves a training which lasts 16 class days or more.

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§ 300-3.11	What is a “fixed rate per diem”?	“Fixed rate per diem” is a method of paying per diem for official travel where the employee receives a fixed amount to cover both lodging costs and meals and incidental expenses (M&IE).
§ 300-3.12	What is a “foreign air carrier”?	A “foreign air carrier” is an air carrier who is not holding a certificate issued by the United States under 49 U.S.C. 41102.
§ 300-3.13	What is a “foreign area”?	A “foreign area” is any area outside CONUS, including the Trust Territories of the Pacific Islands, which is not considered a non-foreign area.
§ 300-3.14	What is a “Government aircraft”?	A “Government aircraft” is any aircraft owned, leased, chartered or rented and operated by an executive agency.
§ 300-3.15	What is a “Government contractor-issued individually billed charge card”?	A “Government contractor-issued individually billed charge card” is a Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee.
§ 300-3.16	What is a “Government furnished automobile”?	A “Government-furnished automobile” is an automobile (or “light truck,” as defined in 41 CFR 101-38 including vans and pickup trucks) that is: (a) owned by an agency, (b) assigned or dispatched to an agency from the GSA Interagency Fleet Management System, or (c) leased by the Government for a period of 60 days or longer from a commercial source.
§ 300-3.17	What is a “Government furnished vehicle”?	A “Government-furnished vehicle” is a Government-furnished automobile or a Government aircraft.
§ 300-3.18	What is a “Government Transportation Request (GTR)”?	A “Government Transportation Request (GTR)” (Standard Form 1169) is a Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.
§ 300-3.19	What is an “interviewee”?	An “interviewee” is an individual who is being considered for employment by an agency. The individual may currently be a Government employee.
§ 300-3.20	What is “invitational travel”?	Invitational travel is authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY.

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Chapter 301—Travel Allowances

PART 301-2—GENERAL RULES

Sec.

301-2.1	What is the purpose for the allowances provided in this chapter?
301-2.2	What travel expenses may FAA pay?
301-2.3	What standard of care must I use in incurring travel expenses?
301-2.4	Who is responsible for excess costs and additional expenses?
301-2.5	Must I be authorized to travel?
301-2.6	Who must sign a general authorization?
301-2.7	What travel expenses require specific authorization?
301-2.8	Who must sign my specific authorization?
301-2.9	Is there any instance when FAA may approve payment of travel expenses without a written authorization?

§ 301-2.1	What is the purpose for the allowances provided in this chapter?	To reasonably reimburse an employee for additional expenses incurred as a result of performing temporary duty travel for FAA. The allowances are not intended to provide payment for personal expenses that the employee would incur as a result of usual activities at his/her official station (e.g., normal commuting costs or normal subsistence expenses the official station).
§ 301-2.2	What travel expenses may FAA pay?	FAA may pay only those expenses essential to the transaction of official business. Such expenses include: (a) Transportation expenses as provided in part 301-10 of this chapter; (b) Subsistence expenses as provided in part 301-11 of this chapter; (c) Miscellaneous expenses as provided in part 301-12 of this chapter; and (d) Travel expenses of an employee with a disability as provided in part 302-13 of this chapter.
§ 301-2.3	What standard of care must I use in incurring travel expenses?	You must exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
§ 301-2.4	Who is responsible for excess costs and additional expenses?	You are responsible for excess costs and any additional expenses that you incur for personal preference or convenience. FAA will not pay for excess costs resulting from circuitous routes, delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business.
§ 301-2.5	Must I be authorized to travel?	You must have a written general authorization to travel before you incur any travel expenses, unless your travel is 50 miles or less away from your official station and does not require lodging at Government expense. In addition, you must have a written specific authorization for each trip (except as provided in § 301-2.6 of this part) before you may be paid for travel expenses that require such authorization.

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§ 301-2.6	Who must sign a general authorization?	<p>One of the following must sign:</p> <ul style="list-style-type: none">(a) The Administrator;(b) The Deputy Administrator;(c) The Associate and Assistant Administrators, although each Associate or Assistant Administrator may redelegate this authority to:<ul style="list-style-type: none">(1) His/her deputy;(2) Heads of offices and services;(3) Division managers and his/her deputy;(4) Branch managers;(5) Supervisory staff;(6) Non-supervisory team leaders who have knowledge of the employee's travel and are accountable for the expenditure of travel funds;(7) In the case of the Aviation Standards National Field Office (AVN) to branch managers, and managers of field offices reporting to AVN; and/or(8) In the case of the Office of Communications, Navigation, and Surveillance Systems (AND) to Integrated Product Team Leads and Product Leads;(d) The Chief Counsel (although the Chief Counsel may redelegate this authority to his/her deputy and Assistant Chief Counsels);(e) Regional Administrators (although regional administrators may redelegate this authority to his/her deputy, branch managers, and/or other appropriate high-level officials in regional field offices); or(f) Center Directors (although Center Directors may redelegate this authority to his/her deputy and/or branch managers).
§ 301-2.7	What travel expenses require specific authorization?	<p>You must have a specific authorization for:</p> <ul style="list-style-type: none">(a) Use of premium-class service on common carrier transportation;(b) Use of a foreign flag carrier;(c) Use of reduced fares for group or charter arrangements;(d) Use of cash to pay for common carrier transportation;

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- (e) Use of extra-fare train service;
- (f) Travel by vessel;
- (g) Use of a commercial rental automobile;
- (h) Use of a Government aircraft;
- (i) Payment of a fixed (reduced) rate of per diem for subsistence expenses;
- (j) Payment of Actual Subsistence Expense Allowance (ASEA);
- (k) Payment of an allowance for subsistence expenses for a temporary duty assignment lasting more than 1 year;
- (l) Travel expenses related to emergency travel;
- (m) Transportation expenses related to threatened law enforcement/investigative employees;
- (n) Travel expenses related to travel to a foreign area;
- (o) Acceptance of payment from a non-Federal source for travel expenses ;
- (p) Travel expenses related to attendance at a conference; and
- (r) Travel expenses related to travel by an invitational traveler.

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§ 301-2.8 **Who must sign my specific authorization?** As follows:

For...	Your specific authorization must be signed by...
Use of first-class service on common carrier transportation;	The Administrator or Deputy Administrator. This authority may not be redelegated.
Use of premium-class other than first-class service on common carrier transportation;	The Administrator or Deputy Administrator, (or for employees stationed in a foreign area, Directors of API's International Area Offices or the Office Director for the employee's office). This authority may not be redelegated.
Use of a foreign flag carrier;	Same as § 301-2.6 of this part.
Use of reduced fares for group or charter arrangements;	Same as § 301-2.6 of this part.
Use of cash to pay for common carrier transportation;	Same as § 301-2.6 of this part.
Use of extra-fare train service;	Same as § 301-2.6 of this part.
Travel by vessel;	The Administrator or Deputy Administrator. This authority may not be redelegated.
Use of a commercial rental automobile;	Same as § 301-2.6 of this part.
Use of a Government aircraft;	The individual(s) specified in FAA Order 4040.9D, except for authorization of the air shuttle service between Reagan National Airport in Washington, DC and the William J. Hughes Technical Center in Atlantic City, which may be authorized by the same official issuing your general authorization in § 301-2.6 of this part.
Payment of a fixed (reduced) rate of per diem for subsistence expenses;	Same as § 301-2.6 of this part.
Payment of ASEA;	Same as § 301-2.6 of this part.
Payment of an allowance for subsistence expenses for a temporary duty assignment lasting more than 1 year;	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, and the Chief Counsel. The Assistant Administrator for Regional Center Operations may redelegate this authority to the regional administrators or center director. In all other instances, this authority may not be redelegated.
Travel expenses related to emergency travel;	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, and the Chief Counsel. The Assistant Administrator for Regional Center Operations may redelegate this authority to the regional administrators or center director. In all other instances, this authority may not be redelegated.
Transportation expenses related to threatened law enforcement/investigative employees;	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, and the Chief Counsel. The Assistant Administrator for Regional Center Operations may redelegate this authority to the regional administrators or center director. In all other instances, this authority may not be redelegated.

Amendment 6

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For...	Your specific authorization must be signed by...
Travel expenses related to travel to a foreign area;	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, and the Chief Counsel. This authority may be redelegated in writing.
Acceptance of payment from a non-Federal source for travel expenses,	The Administrator through the Chief Counsel.
Travel expenses related to attendance at a conference,	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, the Chief Counsel, Regional Administrators, and Center Directors. This authority may not be redelegated.
Travel expenses related to travel by an invitational traveler.	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, the Chief Counsel, Regional Administrators, and Center Directors. This authority may not be redelegated.

§ 301-2.9

Is there any instance when FAA may approve payment of travel expenses without a written authorization?

Yes. FAA may:

- (a) Approve the payment of travel expenses after travel is completed if it is not practical or possible to obtain an advance written general authorization; and
- (b) Approve the payment of travel expenses listed in § 301-2.7 of this part requiring a specific authorization if it is not practical or possible to obtain an advance written specific authorization, except that you must always provide an advance specific authorization for the following:
 - (1) Use of reduced fares for group or charter arrangements;
 - (2) Use of a Government aircraft;
 - (3) Payment of a fixed (reduced) rate of per diem for subsistence expenses;
 - (4) Acceptance of payment from a non-Federal source for travel expenses; and
 - (5) Travel expenses related to attendance at a conference.

PART 301-11—ALLOWANCE FOR SUBSISTENCE EXPENSES

SUBPART A—GENERAL RULES

Sec.

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| 301-11.1 | When does this part apply? |
| 301-11.2 | Am I eligible for an allowance (either a per diem allowance or ASEA) for subsistence expenses? |
| 301-11.3 | Will FAA pay an allowance (either a per diem allowance or ASEA) for my subsistence expenses if my official travel is 12 hours or less? |
| 301-11.4 | Must FAA pay an allowance (either a per diem allowance or ASEA) for my subsistence expenses? |
| 301-11.5 | What types of expenses does the allowance for subsistence expenses cover? |
| 301-11.6 | What methods may FAA use to pay the allowance for my subsistence expenses? |
| 301-11.7 | For travel other than extended stay travel what method will FAA use to pay the allowance for my subsistence expenses? |
| 301-11.8 | For extended stay travel to a nonforeign area what method will FAA use to pay the allowance for my subsistence expenses? |
| 301-11.9 | For extended stay travel to a foreign area what method will FAA use to pay the allowance for my subsistence expenses? |
| 301-11.10 | Will FAA pay me a per diem and ASEA on the same trip? |
| 301-11.11 | Will FAA pay an allowance for subsistence expenses when my temporary duty assignment lasts one year or more? |
| 301-11.12 | When does my eligibility for payment of subsistence expense begin and end? |
| 301-11.13 | Am I required to record departure/arrival dates and times on my travel claim? |

Determination of Applicable Maximum Per Diem Rate

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|-----------|--|
| 301-11.20 | Where do I find the maximum per diem rates? |
| 301-11.21 | What is my “applicable maximum per diem rate”? |
| 301-11.22 | What is my applicable maximum per diem rate if lodging is not available at my temporary duty site? |
| 301-11.23 | How do I get a maximum per diem rate increased for a locality within CONUS? |

Selection of Lodging and Determination of Allowable Lodging Costs

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| 301-11.40 | May I stay in a lodging facility of my choice? |
| 301-11.41 | What is my allowable lodging cost if I stay in conventional lodging? |
| 301-11.42 | What is my allowable lodging cost if I stay in Government quarters? |
| 301-11.43 | What is my allowable lodging cost if I stay in nonconventional lodging? |
| 301-11.44 | What is my allowable lodging cost if I use commercial or noncommercial lodging facilities or Government quarters and I share a room with another person? |
| 301-11.45 | What is my allowable lodging cost if I stay with a friend or relative? |
| 301-11.46 | What is my allowable lodging cost if I stay in a recreational vehicle (trailer or camper)? |
| 301-11.47 | What are not allowable lodging costs if I stay in a recreational vehicle (trailer or camper)? |
| 301-11.48 | Will FAA pay my allowable lodging costs? |
| 301-11.49 | How is my allowance for subsistence expenses affected if I do not arrive at my lodging location until after midnight? |
| 301-11.50 | How does FAA compute my daily lodging amount when I rent lodging on a long-term basis? |

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- 301-11.51 What types of expenses may be considered part of my allowable lodging cost when I rent on a long-term basis?
- 301-11.52 What expenses will FAA pay if I prepay my lodging costs and my TDY is curtailed, canceled or interrupted for official purposes or for other reasons beyond my control that are acceptable to FAA?
- 301-11.53 Must I pay State and local taxes on lodging?
- 301-11.54 Are State and local taxes on lodging charged on travel within CONUS an “allowable lodging cost”?
- 301-11.55 Are taxes on lodging charged on travel outside CONUS an “allowable lodging cost”?
- 301-11.56 How do I get an exemption from State and local taxes on lodging?
- 301-11.57 Must I obtain an exemption for State and local taxes if one is available?
- 301-11.58 Does FAA have a generic form to obtain State and local tax exemptions in all taxing jurisdictions?
- 301-11.59 Will FAA pay for lodging at two locations?

Payment of Subsistence For Rest Periods, Nonworkdays, and Leave

- 301-11.70 May FAA authorize a rest period for me while I am traveling?
- 301-11.71 Will FAA pay me an allowance for subsistence expenses on days I take leave while I am on official travel?
- 301-11.72 Will FAA pay me an allowance for subsistence expenses on a nonworkday (weekend, legal Federal Government holiday, or other scheduled nonworkday such as an alternate work schedule off day) while I am on official travel?
- 301-11.73 How is my allowance for subsistence expenses affected if I am authorized to return home at Government expense for nonworkdays as provided in § 301-10.6?
- 301-11.74 How is my allowance for subsistence expenses affected if I voluntarily return home for nonworkdays as provided in § 301-10.6?
- 301-11.75 How is my allowance for subsistence expenses affected if I voluntarily travel to a location other than my TDY location, official station, or residence on a nonworkday?
- 301-11.76 Will FAA pay an allowance for subsistence expenses if I interrupt leave to travel to a temporary duty assignment at a location other than my leave point?
- 301-11.77 Will FAA pay an allowance for subsistence expenses if I must perform a temporary duty assignment at my leave point while I am on leave?
- 301-11.78 Will FAA pay an allowance for subsistence expenses if I must interrupt leave to report to my official station ?

SUBPART B—PER DIEM—LODGINGS-PLUS METHOD

Sec.

- 301-11.100 What will FAA pay me for my lodging costs under the lodgings-plus per diem method?
- 301-11.101 Will FAA pay me an amount for State and local taxes in addition to my lodging costs?
- 301-11.102 What will FAA pay me for meals and incidental expenses (M&IE) under the lodgings-plus per diem method?
- 301-11.103 What is the applicable M&IE rate?
- 301-11.104 What M&IE rate will I receive if a meal(s) is furnished at nominal or no cost by the Government or is included in the registration fee?
- 301-11.105 Will FAA reduce my M&IE payment for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?
- 301-11.106 How is my per diem calculated when I travel across the international dateline (IDL)?
- 301-11.107 Must I itemize expenses to substantiate my claimed travel expenses?
- 301-11.108 Must I provide receipts to substantiate my claimed travel expenses?

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SUBPART C—PER DIEM—FIXED RATE METHOD

Sec.

301-11.200	Under what circumstances will I receive a fixed rate per diem?
301-11.201	What will FAA pay me under the fixed rate per diem method?
301-11.202	What is my “fixed rate” under the fixed rate per diem method?
301-11.203	How is my fixed rate per diem affected if I stay with friends or relatives?
301-11.204	Will FAA reduce my fixed rate per diem for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?
301-11.205	How is my fixed rate per diem calculated when I travel across the international dateline (IDL)?
301-11.206	Must I be authorized my fixed rate in advance of travel?
301-11.207	Must I inform my authorizing official before my fixed rate per diem is authorized if I will not use commercial lodging or Government quarters?
301-11.208	Must I stay in commercial lodging or another type of lodging which requires payment of an allowable lodging costs?
301-11.209	Must FAA pay me my fixed rate if I perform the travel as authorized?
301-11.210	May I receive an additional amount if my fixed rate does not cover my subsistence expenses?
301-11.211	Will FAA pay me an additional amount for lodging taxes if I receive a fixed rate under this subpart?
301-11.212	May I keep the amount of the fixed rate which exceeds my subsistence expenses?
301-11.213	Must I itemize my expenses on my travel claim?
301-11.214	Must I provide proof that I used commercial lodging, or that I had to pay to use some other type of lodging?
301-11.215	How is my fixed rate per diem affected if I enter into a long-term rental and return to my official station during nonworkdays?

SUBPART D—ACTUAL SUBSISTENCE EXPENSES ALLOWANCE (ASEA)

Sec.

301-11.300	Under what circumstances may FAA pay me an ASEA?
301-11.301	What are “special or unusual circumstances” that warrant payment of an ASEA?
301-11.302	What will FAA pay me under the ASEA?
301-11.303	What is the “maximum daily amount” that I may be reimbursed under ASEA?
301-11.304	Should I request reimbursement under ASEA before or after travel?
301-11.305	What will FAA pay if my expenses are less than the maximum daily amount?
301-11.306	What if my actual expenses exceed the maximum daily amount?
301-11.307	May my allowable lodging costs exceed 300 percent of the maximum lodging amount or my M&IE exceed 300 percent of the applicable M&IE rate?
301-11.308	Must I itemize my expenses on my travel claim?
301-11.309	Must I provide receipts to substantiate my claimed travel expenses?

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SUBPART A—GENERAL RULES

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| § 301-11.1 | When does this part apply? | This part applies when you perform official travel away from your official station, within or outside CONUS. |
| § 301-11.2 | Am I eligible for an allowance (either a per diem allowance or ASEA) for subsistence expenses? | <p>Yes, if:</p> <ul style="list-style-type: none">(a) You perform official travel and:<ul style="list-style-type: none">(1) You are away from your official station;(2) If you are stationed in the Washington DC area, your temporary duty site is:<ul style="list-style-type: none">(i) 25 miles or more from your residence; and(ii) 25 miles or more from your office;(3) If you are stationed in Atlantic City, New Jersey, your temporary duty site must be 50 miles or more from your official station;(4) If you are stationed in Oklahoma City, Oklahoma, your temporary duty site must be 50 miles or more from your official station; and(5) If you are stationed in any other area and the Regional Administrator defines a radius broader than your official station within which an allowance for subsistence expenses will not be paid for a specified period, and you perform official travel outside that broader radius within that period;(b) You incur subsistence costs while performing official travel; and(c) You are in a travel status for more than 12 hours. |
| § 301-11.3 | Will FAA pay an allowance (either a per diem allowance or ASEA) for my subsistence expenses if my official travel is 12 hours or less? | No. |

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§ 301-11.4	Must FAA pay an allowance (either a per diem allowance or ASEA) for my subsistence expenses?	<p>Yes, if you are eligible unless:</p> <ul style="list-style-type: none">(a) You perform travel to a training event under the Government Employees Training Act (5 U.S.C. 4101-4118), and you agree not to be paid subsistence expenses; or(b) You perform pre-employment interview travel, and the interviewing agency does not authorize payment of subsistence expenses.
§ 301-11.5	What types of expenses does the allowance for subsistence expenses cover?	<p>The allowance covers the following:</p> <ul style="list-style-type: none">(a) Allowable lodging costs as provided in §§ 301-11.40 through 301-11.56 of this part, including service charges;(b) State and local lodging taxes;(c) Meals, including taxes and tips;(d) Incidental expenses, including:<ul style="list-style-type: none">(1) Fees and tips to porters, baggage carriers, bellhops, hotel maids, and stewards and stewardesses;(2) Laundry and cleaning and pressing of clothing;(3) Transportation expenses between places of lodging or business and places where meals are taken, unless suitable meals cannot be obtained at the TDY site (see § 301-10.5 of part 301-10 of this chapter); and(4) Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings.
§ 301-11.6	What methods may FAA use to pay the allowance for my subsistence expenses?	<p>FAA may use:</p> <ul style="list-style-type: none">(a) The lodgings plus per diem method as provided in subpart B of this part;(b) The fixed rate per diem method as provided in subpart C of this part; or(c) The actual subsistence expense allowance (ASEA) method as provided in subpart D of this part.

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| § 301-11.7 | For travel other than extended stay travel what method will FAA use to pay the allowance for my subsistence expenses? | <p>For travel other than extended stay travel, FAA will pay your per diem using the lodgings plus per diem method unless:</p> <ul style="list-style-type: none">(a) FAA authorizes you a special fixed rate per diem as provided in § 301-11.200(a) of this part;(b) You travel to attend a centralized training course at CMD, in which case FAA will pay you a special fixed rate per diem for each full day at CMD as provided in § 301-11.200(c) of this part (FAA will pay your subsistence expenses using the lodgings plus per diem method for partial days of travel to CMD);(c) You lodge for 4 or more nights at no cost in Government quarters which provide kitchen facilities, in which case FAA will authorize a special fixed rate per diem as provided in § 301-11.200(f) of this part;(d) You elect a fixed rate per diem for travel within CONUS as provided in § 301-11.200(g) of this part; or(e) FAA authorizes an ASEA as provided in subpart D of this part because special or unusual circumstances exist justifying the payment of an ASEA. |
| § 301-11.8 | For extended stay travel to a nonforeign area what method will FAA use to pay the allowance for my subsistence expenses? | <p>FAA will use the fixed rate per diem method as provided in § 301-11.200 (b) through (f) of this part to pay your subsistence expenses. FAA may, however, authorize an exception to this requirement in which instance FAA may authorize you to use a method as provided in § 301-11.7 of this part, only if:</p> <ul style="list-style-type: none">(a) Your LOB, staff office, or Office of Chief Counsel determine that extenuating circumstances exist. Examples of extenuating circumstances are:<ul style="list-style-type: none">(1) Assignments to remote locations;(2) Assignments to locations where reduced lodging is not available; and(3) Short notice assignments;(b) Your LOB, staff office, or Office of Chief Counsel authorizes an exception to the requirement that you use the fixed rate method; and(c) Your LOB, staff office, or Office of Chief Counsel considers establishing an alternative fixed rate per diem under § 301-11.200(a) of this part. |

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§ 301-11.9	For extended stay travel to a foreign area what method will FAA use to pay the allowance for my subsistence expenses?	<p>FAA will pay your per diem using the lodgings plus per diem method as provided in subpart B of this part unless:</p> <ul style="list-style-type: none">(a) FAA authorizes you a special fixed rate per diem as provided in § 301-11.200(a) of this part;(b) You lodge for 4 or more nights at no cost in Government quarters which provide kitchen facilities, in which case FAA will authorize a special fixed rate per diem as provided in § 301-11.200(f) of this part; or(c) FAA authorizes an ASEA as provided in subpart D of this part because special or unusual circumstances exist justifying the payment of an ASEA.
§ 301-11.10	Will FAA pay me a per diem and ASEA on the same trip?	<p>Yes, FAA may pay both per diem and ASEA for subsistence expenses incurred on a single trip, but FAA will use only one method of reimbursement for any given calendar day. FAA must determine when the transition between the reimbursement methods occurs.</p>
§ 301-11.11	Will FAA pay an allowance for subsistence expenses when my temporary duty assignment lasts one year or more?	<p>Yes, if you are properly authorized. If your temporary duty assignment at a single location is expected to last one year and one day or more, you will be taxed on such travel from the day it is expected to last one year and one day or more, and FAA will not reimburse your income or employment taxes on such assignment. You may wish to consider a temporary change of station instead of a temporary duty assignment lasting one year and one day or more.</p>
§ 301-11.12	When does my eligibility for payment of subsistence expense begin and end?	<p>Your eligibility for payment of subsistence expense starts on the day you depart your home, office, or other authorized point and ends on the day you return to your home, office or other authorized point.</p>
§ 301-11.13	Am I required to record departure/arrival dates and times on my travel claim?	<p>You must record the date of departure from, and arrival at, the official station or any other place travel begins or ends. You must show this same information for points where you perform TDY or for a stopover or official rest stop location when the arrival or departure affects your per diem allowance or other travel expenses. You also should show the date for other points visited. You do not have to record departure/arrival times, but you must annotate your travel claim when your travel is more than 12 hours but does not exceed 24 hours to reflect that fact.</p>

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Determination of Applicable Maximum Per Diem Rate

§ 301-11.20 **Where do I find the maximum per diem rates?** As follows:

For Travel In...	Rates Set By...	See...
Continental United States (CONUS)	Administrator of General Services	Federal Travel Regulation, Appendix A.
Non-foreign areas	Department of Defense (Per Diem, Travel and Transportation Allowance Committee (PDTATAC))	Per Diem Bulletins issued by PDTATAC and published periodically in the Federal Register. (Rates also appear in section 925 a per diem supplement to the Department of State Standardized Regulations (Government Civilians-Foreign Areas))
Foreign Areas	Department of State	A per diem supplement to section 925, Department of State Standardized Regulations (DSSR) (Government Civilians-Foreign Areas)

§ 301-11.21 **What is my “applicable maximum per diem rate”?** Your applicable maximum per diem rate is determined as follows:

For days of travel which...	Your applicable maximum per diem rate is...	
Require lodging,	The per diem rate applicable to the location of the temporary duty site that you are expected to be at 12:00 midnight, unless you are performing travel which requires a stopover, in which case the applicable maximum per diem rate is the maximum per diem rate applicable to your stopover point.	
Do not require lodging, and	Travel is more than 12 hours but less than 24 hours,	The maximum per diem rate applicable to the location of the temporary duty site (or the maximum per diem rate of the location with the highest M&IE rate when multiple locations are involved).
	Travel is 24 hours or more, and you are traveling to a new temporary duty site or stopover point at midnight,	The maximum per diem rate applicable to location of the temporary duty site or stopover point to which you are traveling.
	Travel is 24 hours or more, and you are returning to your official station,	The maximum per diem rate applicable to the previous day of travel.

§ 301-11.22 **What is my applicable maximum per diem rate if lodging is not available at my temporary duty site?** If lodging is not available at your temporary duty site, your applicable maximum per diem rate is the maximum per diem rate for your temporary duty location unless FAA authorizes or approves use of the maximum per diem rate for the location where lodging is obtained.

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§ 301-11.23

How do I get a maximum per diem rate increased for a locality within CONUS?

If you travel to a location within CONUS where the per diem rate appears to be inadequate to meet necessary expenses, you may submit a request to AFM-330 in Washington, DC. AFM-330 will process your claim asking that the location be surveyed. The request must include pertinent lodging and meal cost data, and to the best of your knowledge, the number of nights FAA employees spend at the particular location.

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Selection of Lodging and Determination of Allowable Lodging Costs

§ 301-11.40	May I stay in a lodging facility of my choice?	Yes. You are encouraged to stay in lodging facilities that have been approved by FEMA as "approved accommodations".
§ 301-11.41	What is my allowable lodging cost if I stay in conventional lodging?	When you stay in a conventional lodging facility (hotel/motel, boarding house, etc.) your allowable lodging cost is the single occupancy rate, unless you share a room with another Government employee on official travel in which case the allowable lodging cost is one half of the double occupancy rate as provided in § 301-11.44 of this part.
§ 301-11.42	What is my allowable lodging cost if I stay in Government quarters?	Your allowable lodging cost is the fee or service charge you pay for use of the quarters, unless you share a room with another Government employee on official travel in which case the allowable lodging cost is one half of the fee or service charge for such quarters as provided in § 301-11.44 of this part.
§ 301-11.43	What is my allowable lodging cost if I stay in nonconventional lodging?	<p>Your allowable lodging costs are the costs of other types of lodging (including college dormitories, or similar facilities or rooms not offered commercially but made available to the public by area residents in their homes), although such costs are allowable only when:</p> <ul style="list-style-type: none">(a) There are no conventional lodging facilities in the area (e.g., in remote areas);(b) Conventional facilities are in short supply because of an influx of attendees at a special event (e.g., world's fair or international sporting event); or(c) Your mission requires you to stay in nonconventional lodging.
§ 301-11.44	What is my allowable lodging cost if I use commercial or noncommercial lodging facilities or Government quarters and I share a room with another person?	Your allowable lodging cost is limited to one-half of the double occupancy rate if the person sharing the room is another Government employee on official travel. If the person sharing the room isn't a Government employee on official travel, your allowable lodging costs is limited to the single occupancy rate.
§ 301-11.45	What is my allowable lodging cost if I stay with a friend or relative?	When you lodge with a friend or relative, with or without charge, allowable lodging costs include the additional costs your host incurs in accommodating you only if you're able to substantiate the costs and FAA determines them to be reasonable. FAA will not pay the cost of comparable conventional lodging in the area or a flat "token" amount.

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§ 301-11.46	What is my allowable lodging cost if I stay in a recreational vehicle (trailer or camper)?	<p>The following are allowable lodging costs:</p> <ul style="list-style-type: none">(a) Parking fees;(b) Fees for connection, use, and disconnection of utilities (electricity, gas, water, and sewage);(c) Bath or shower fees;(d) Dumping fees; and(e) If you are authorized to rent a recreational vehicle, then the rental cost of the recreational vehicle.
§ 301-11.47	What are not allowable lodging costs if I stay in a recreational vehicle (trailer or camper)?	<p>The following are not allowable lodging costs:</p> <ul style="list-style-type: none">(a) Depreciation of a personal recreational vehicle;(b) The rental cost of the recreational vehicle if FAA does not determine in advance that use of a recreational vehicle is more advantageous to the Government.
§ 301-11.48	Will FAA pay my allowable lodging costs?	<p>Yes, except:</p> <ul style="list-style-type: none">(a) If you are paid a per diem under the lodgings-plus per diem system as provided in subpart B of this part, FAA will not pay your allowable lodging costs which exceed the maximum lodging amount;(b) If you are paid an ASEA as provided in subpart D of this part, FAA will not pay your allowable lodging costs which exceed the maximum daily amount authorized by FAA;(c) If you are paid a fixed rate per diem as provided in subpart C of this part, FAA will not reimburse your allowable lodging costs. (Your allowable lodging costs will be considered in establishing your fixed rate, however, when you are authorized a fixed rate under § 301-11.200(a) of this part.)
§ 301-11.49	How is my allowance for subsistence expenses affected if I do not arrive at my lodging location until after midnight?	<p>Generally your allowance for subsistence expenses is based on your TDY location or stopover point. There may be instances, however, when you are en route and do not arrive at your lodging location until after midnight. In this case, you must claim your lodging cost for the preceding calendar day, and your allowance for subsistence expenses for that day will be determined as if you were at the lodging location at midnight of that day.</p>

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§ 301-11.50	How does FAA compute my daily lodging amount when I rent lodging on a long-term basis?	<p>When you obtain lodging on a long-term basis (e.g., weekly or monthly), FAA will compute your daily lodging amount by dividing the total lodging cost by the number of days in the rental period, except FAA will compute your daily lodging amount by dividing the total lodging cost by the number of days you would have occupied the lodging if you performed your travel as authorized provided:</p> <ul style="list-style-type: none">(a) You acted prudently in renting on a long-term basis; and(b) The cost does not exceed the daily rental rate of conventional lodging.
§ 301-11.51	What types of expenses may be considered part of my allowable lodging cost when I rent on a long-term basis?	<p>When you rent a room, apartment, house, or other lodging on a long-term basis (e.g., weekly, monthly), the following expenses may be considered part of the lodging cost:</p> <ul style="list-style-type: none">(a) The rental cost;(b) If unfurnished, the rental cost of appropriate and necessary furniture and appliances (e.g., stove, refrigerator, chairs, tables, bed, sofa, television, and vacuum cleaner);(c) The cost of connecting/disconnecting and using utilities;(d) Cost of reasonable maid fees and cleaning charges;(e) Monthly telephone use fee (doesn't include installation and long-distance calls); and(f) If ordinarily included in the price of a hotel/motel room in the area concerned, the cost of special user fees (e.g., cable TV charges and plug-in charges for automobile head bolt heaters).
§ 301-11.52	What expenses will FAA pay if I prepay my lodging costs and my TDY is curtailed, canceled or interrupted for official purposes or for other reasons beyond my control that are acceptable to FAA?	<p>If you acted reasonably and prudently in incurring the expense, and if you sought to obtain a refund or otherwise took steps to minimize the cost, FAA may pay expenses that are not refundable, including a forfeited rental deposit. FAA will not pay your expenses if you did not try to obtain a refund, if you did not take steps to minimize the costs, or if you did not act reasonably and prudently in incurring the prepaid lodging expenses.</p>
§ 301-11.53	Must I pay State and local taxes on lodging?	<p>Yes, unless you are exempted by the State or local jurisdiction.</p>

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§ 301-11.54	Are State and local taxes on lodging charged on travel within CONUS an “allowable lodging cost”?	No. However, they are separately reimbursable if your subsistence expenses are paid using the lodgings plus per diem method authorized under subpart B of this part or if your subsistence expenses are paid using an ASEA under part D of this chapter. If you are paid a fixed rate per diem under part C of this chapter, the fixed amount includes reimbursement for State and local lodging taxes, and therefore, you will not receive separate reimbursement.
§ 301-11.55	Are taxes on lodging charged on travel outside CONUS an “allowable lodging cost”?	Yes. The State Department and Department of Defense include the cost of lodging taxes in determining the applicable per diem rate. Therefore, they are not separately reimbursed. If your subsistence expenses are paid using the lodgings plus per diem method authorized under subpart B of this part, FAA will reimburse your actual lodging cost including lodging taxes, not to exceed the maximum lodging amount as prescribed in subpart B of this part. If your subsistence expenses are paid using an ASEA authorized under subpart D of this part, FAA will reimburse your actual lodging cost including taxes, meals, and incidental expenses, not to exceed the maximum lodging amount as prescribed in subpart D of this part. If you are paid a fixed rate per diem under part C of this chapter, the fixed amount includes reimbursement for lodging taxes, and therefore, you will not receive separate reimbursement.
§ 301-11.56	How do I get an exemption from State and local taxes on lodging?	You must follow State and local requirements to claim an exemption, including filling out tax exemption forms, providing copies of your travel orders, or using the Contractor issued individually bill travel charge card. The General Services Administration provides a list of some of the jurisdictional requirements. The list is published on GSA’s website at http://policyworks.gov/org/main/mt/homepage/mtt .
§ 301-11.57	Must I obtain an exemption for State and local taxes if one is available?	Yes.
§ 301-11.58	Does FAA have a generic form to obtain State and local tax exemptions in all taxing jurisdictions?	No.

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§ 301-11.59	Will FAA pay for lodging at two locations?	<p>Normally FAA will only pay for lodging at one location. FAA will pay for lodging at two locations only if all four of the following conditions are met:</p> <ul style="list-style-type: none">(a) You enter into a rental or lodging agreement which cannot be broken without incurring a significant cost;(b) You are reasonable in entering into that contract (e.g., you are on an extended temporary duty assignment and a long term rental results in reduced cost);(c) You are directed to leave the temporary duty site for official reasons (e.g., a temporary duty assignment within a temporary duty assignment); and(d) You are charged lodging costs under the rental or lodging agreement even though you are not occupying the quarters.
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Payment of Subsistence For Rest Periods, Nonworkdays, and Leave

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| § 301-11.70 | May FAA authorize a rest period for me while I am traveling? | <p>(a) FAA may authorize a rest period not in excess of 24 hours at either an intermediate point or at your destination if all of the following conditions are met::</p> <ul style="list-style-type: none">(1) Either your origin or destination point is outside CONUS;(2) Your scheduled flight time, including stopovers, exceeds 14 hours;(3) Travel is by a direct or usually traveled route; and(4) Travel is by less than premium-class service. <p>(b) When a rest stop is authorized the applicable subsistence rate is the rate for the rest stop location.</p> |
| § 301-11.71 | Will FAA pay me an allowance for subsistence expenses on days I take leave while I am on official travel? | <p>FAA will not pay an allowance for subsistence expenses on any day you take leave for one half or more of your prescribed working hours unless emergency travel is involved due to an incapacitating illness or injury, in which case the rules in part 301-30 of this chapter govern.</p> |
| § 301-11.72 | Will FAA pay me an allowance for subsistence expenses on a nonworkday (weekend, legal Federal Government holiday, or other scheduled nonworkday such as an alternate work schedule off day) while I am on official travel? | <p>FAA will pay you an allowance for subsistence expenses on a nonworkday unless you:</p> <ul style="list-style-type: none">(1) Return to your official station or to the home from which you commute to your official station;(2) Are in a leave status at the end of the workday before the nonworkday(s) and at the beginning of the workday following the nonworkday(s), and the period of leave on either of those days is more than one-half of the prescribed working hours for that day; or(3) Take leave for all of the prescribed working hours since your previous nonworkday. |

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§ 301-11.73	How is my allowance for subsistence expenses affected if I am authorized to return home at Government expense for nonworkdays as provided in § 301-10.6?	<p>As follows:</p> <ul style="list-style-type: none">(a) FAA will not pay an allowance for subsistence expenses while you are at your home or official station;(b) FAA will pay an allowance for subsistence expenses while you travel en route between your temporary duty station and your home (first and last day of travel rules will apply);(c) If you are reimbursed for your actual lodgings expenses (under the lodgings plus per diem method or ASEA), your daily lodging amount will be adjusted as provided in § 301-11.50 of this part by excluding the nights you did not occupy the lodging because of your authorized trip home;(d) If you are paid a fixed amount, the rules in § 301-11.215 of this part apply; and(e) You will be paid round trip transportation as provided in § 301-10.6 of part 301-10 of this chapter.
§ 301-11.74	How is my allowance for subsistence expenses affected if I voluntarily return home for nonworkdays as provided in § 301-10.6?	<p>As follows:</p> <ul style="list-style-type: none">(a) FAA will not pay an allowance for subsistence expenses while you are at your home or official station;(b) If you are reimbursed for your actual lodgings expenses (under the lodgings plus per diem method or ASEA), your daily lodging amount will not be adjusted as provided in § 301-11.50 of this part by excluding the nights you did not occupy the lodging because of your voluntary return home; and(c) If you are paid a fixed amount, the rules in § 301-11.215 of this part apply; and(d) You will be paid round trip transportation expenses as provided in § 301-10.6 of part 301-10 of this chapter and subsistence expenses while you travel en route between your temporary duty site and your home (first and last day of travel rules will apply) not to exceed what FAA would have paid if you had remained at your temporary duty location.

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§ 301-11.75	How is my allowance for subsistence expenses affected if I voluntarily travel to a location other than my TDY location, official station, or residence on a nonworkday?	<p>You will continue to receive your allowance for subsistence expenses if you are eligible for payment of an allowance for subsistence expenses on nonworkdays as provided in § 301-11.72. Your allowance will be governed by the following rules:</p> <ul style="list-style-type: none">(a) Your applicable maximum per diem rate will be determined based on your TDY site as provided in §§ 301-11.20 through 301-11.23;(b) Your applicable maximum per diem rate will not be computed based on the location where you stay on the nonworkday;(c) You will not receive reimbursement for lodging at both locations;(d) Your flat rate per diem will not be adjusted if you are paid a flat rate for subsistence expense as provided in subpart C of this part; and(e) You will not receive reimbursement for any transportation costs to the alternate location.
§ 301-11.76	Will FAA pay an allowance for subsistence expenses if I interrupt leave to travel to a temporary duty assignment at a location other than my leave point?	<p>Yes, FAA will pay you an allowance for subsistence expenses while you are away from your leave point.</p>
§ 301-11.77	Will FAA pay an allowance for subsistence expenses if I must perform a temporary duty assignment at my leave point while I am on leave?	<p>FAA will pay you an allowance for subsistence expenses only on days where you work one half or more of your normal working hours. FAA will pay only your allowable lodging costs which exceed what you would have paid had you not been asked to perform temporary duty at your leave point.</p>
§ 301-11.78	Will FAA pay an allowance for subsistence expenses if I must interrupt leave to report to my official station ?	<p>No.</p>

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SUBPART B—PER DIEM—LODGINGS-PLUS METHOD

§ 301-11.100 **What will FAA pay me for my lodging costs under the lodgings-plus per diem method?** When travel is more than 12 hours and overnight lodging is required you are reimbursed your actual lodging cost not to exceed the maximum lodging amount of your applicable maximum per diem rate.

§ 301-11.101 **Will FAA pay me an amount for State and local taxes in addition to my lodging costs?**

If your travel is to a temporary duty site...	Then
Within CONUS,	Yes. FAA will pay your State and local lodging taxes separately from your allowable lodging costs. There is no dollar limit on State and local lodging taxes, however, FAA will only pay the amount of taxes that relates to reimbursable allowable lodging costs. FAA will not pay State and local taxes related to allowable lodging costs in excess of the maximum allowable amount. FAA will prorate State and local taxes based on the ratio of the reimbursable allowable lodging cost over the total lodging cost.
Outside CONUS,	No. You should ask about taxes when placing your reservation. FAA will not pay you an additional amount or authorize ASEA for lodging taxes.

§ 301-11.102 **What will FAA pay me for meals and incidental expenses (M&IE) under the lodgings-plus per diem method?** (a) Except as provided in paragraph (b) of this section, FAA will pay you an allowance computed as follows:

When travel is:	FAA will pay you:
More than 12 hours but less than 24 hours,	.75 times the applicable M&IE rate.
24 hours or more, on	
The day of Departure,	.75 times the applicable M&IE rate.
Full days of travel,	The applicable M&IE rate.
The last day of travel,	.75 times the applicable M&IE rate.

(b) If you travel by vessel, either commercial or Government, FAA will determine an appropriate M&IE rate within the applicable maximum rate allowable.

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§ 301-11.103 What is the applicable M&IE rate?

For days of travel which...		Your applicable M&IE rate is...
Require lodging,		The M&IE rate applicable for the temporary duty location, or stopover point, if you require a stopover.
Do not require lodging, and	Travel is more than 12 hours but less than 24 hours,	The M&IE rate applicable to the TDY site (or the highest M&IE rate applicable when multiple locations are involved).
	Travel is 24 hours or more, and you are traveling to a new temporary duty site or stopover point at midnight,	The M&IE rate applicable to the temporary duty site or stopover point.
	Travel is 24 hours or more, and you are returning to your official station,	The M&IE rate applicable to the previous day of travel.

§ 301-11.104 What M&IE rate will I receive if a meal(s) is furnished at nominal or no cost by the Government or is included in the registration fee?

Your M&IE rate must be adjusted for a meal(s) furnished to you, with or without cost, by deducting the appropriate amount shown in the chart below for CONUS travel or in Appendix B for OCONUS travel. If you are charged for a meal that has been deducted, FAA will reimburse you up to the deduction amount. In no case may deducted amounts cause you to receive less than the amount allowed for incidental expenses.

M&IE	\$30	\$34	\$38	\$42	\$46
Breakfast	6	7	8	9	10
Lunch	6	7	8	9	10
Dinner	16	18	20	22	24
Incidentals	2	2	2	2	2

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§ 301-11.105	Will FAA reduce my M&IE payment for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?	No. A meal provided by a common carrier or a complimentary meal provided by a hotel/motel doesn't affect your per diem.
§ 301-11.106	How is my per diem calculated when I travel across the international dateline (IDL)?	When you cross the IDL your actual elapsed travel time will be used to compute your per diem entitlement rather than calendar days.
§ 301-11.107	Must I itemize expenses to substantiate my claimed travel expenses?	You must itemize your lodging expenses, but you do not have to itemize your M&IE.
§ 301-11.108	Must I provide receipts to substantiate my claimed travel expenses?	You must provide a lodging receipt, regardless of cost. You do not need to provide a receipt for any meal or incidental expense.

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SUBPART C—PER DIEM—FIXED RATE METHOD

§ 301-11.200	Under what circumstances will I receive a fixed rate per diem?	<p>You will receive a fixed per diem rate under the following circumstances:</p> <ul style="list-style-type: none">(a) FAA establishes a special fixed rate at a rate below the maximum per diem rate because:<ul style="list-style-type: none">(1) You are furnished one or more meals a day or lodging at no cost or nominal cost by the Government;(2) You obtain lodging or meals at a reduced cost (e.g., long-term arrangement); or(3) FAA can determine your lodging and meal costs in advance;(b) You are performing an extended temporary duty assignment to a nonforeign location other than the Washington, D.C., area as provided in paragraph (d) of this section or Atlantic County, New Jersey, as provided in paragraph (e) of this section which meets one of the following criterion:<ul style="list-style-type: none">(1) The temporary duty assignment lasts 31 calendar days or more; or(2) The temporary duty assignment involves training which lasts 16 class days or more at a site other than CMD in Palm Coast, Florida;(c) You are performing travel to attend a centralized training course at CMD in Palm Coast, Florida, and you are in Palm Coast, Florida, for the entire day, (FAA will pay for subsistence expenses for partial days at CMD and for travel related to other training courses at CMD using the lodgings plus per diem method, including the applicable reductions for meals provided as provided in § 301-11.104 of this part.);(d) You are performing an extended temporary duty assignment to the Washington, D.C., area (including the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince George's in Maryland) which meets one of the following criterion:<ul style="list-style-type: none">(1) The temporary duty assignment lasts 31 calendar days or more; or(2) The temporary duty assignment involves training which lasts 16 class days or more;
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- (e) You are performing an extended temporary duty assignment to Atlantic County (including Atlantic City), New Jersey which meets one of the following criterion:
 - (1) The temporary duty assignment lasts 31 calendar days or more; or
 - (2) The temporary duty assignment involves training which lasts 16 class days or more;
- (f) You lodge for 4 nights or more at no cost in Government quarters which provide kitchen facilities; or
- (g) You are performing temporary duty travel within CONUS and select FAA's fixed rate option for your temporary duty travel instead of lodgings plus per diem (this option cannot be selected if you are authorized a fixed rate per diem under paragraphs (a) through (f) of this section).

§ 301-11.201 **What will FAA pay me under the fixed rate per diem method?** FAA will pay you the following:

On...	You receive...
The first day of travel,	The fixed rate as provided in § 301-11.202 of this part.
On all full days of travel,	The fixed rate as provided in § 301-11.202 of this part.
On the last day of travel	An amount of .75 times the applicable M&IE rate as determined in § 301-11.103 of this part, unless FAA establishes a fixed rate that is lower than .75 times the applicable M&IE rate as determined in § 301-11.103 of this part.

§ 301-11.202 **What is my "fixed rate" under the fixed rate per diem method?** Your fixed rate is determined as follows:

If...	Your fixed rate will be...
FAA establishes a fixed rate as provided in § 301-11.200(a),	A rate below the applicable maximum per diem rate that FAA establishes, which will be commensurate with the subsistence costs that you will incur or are reasonably expected to incur.

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If...	Your fixed rate will be...
You are performing an extended temporary duty assignment to a nonforeign area other than CMD, the Washington, D.C., area, or Atlantic County, New Jersey, which requires payment of a fixed rate as provided in § 301-11.200(b),	A rate determined as follows: <ul style="list-style-type: none">(a) Multiply the maximum lodging amount for the locality of your temporary duty assignment as provided in §§ 301-11.21 and 301-11.22 of this part by .6;(b) Multiply the meals portion of the applicable M&IE rate as determined in § 301-11.103 of this part by .6; and(c) Add the amounts computed in paragraphs (a) and (b) and the incidental expense amount of the applicable M&IE rate as determined in § 301-11.103 of this part.
You are performing a temporary duty assignment to CMD, which requires payment of a fixed rate as provided in § 301-11.200(c),	\$ 8, if you are attending an FAA centralized training course at CMD and you are in Palm Coast, Florida, for the entire day. (FAA will pay for subsistence expenses for partial days at CMD and for travel related to other training courses at CMD using the lodgings plus per diem method, including the applicable reductions for meals provided as provided in § 301-11.104 of this part.)
You are performing an extended temporary duty assignment in the Washington, D.C., area, which requires payment of a fixed rate as provided in § 301-11.200(d),	\$ 102.
You are performing an extended temporary duty assignment in Atlantic County, New Jersey, which requires payment of a fixed rate as provided in § 301-11.200(e),	A rate determined as follows: <ul style="list-style-type: none">(a) Multiply the maximum lodging amount applicable to Atlantic City, New Jersey during the highest cost season of the calendar year by .6;(b) Multiply the meals portion of the applicable M&IE rate for Atlantic City, New Jersey during the highest cost season of the calendar year by .6; and(c) Add the amounts computed in paragraphs (a) and (b) and the incidental expense amount of the applicable M&IE rate for Atlantic City, New Jersey during the highest cost season of the calendar year.
You lodge for 4 or more nights at no cost in Government quarters which provide kitchen facilities as provided in § 301-11.200(f),	A rate determined as follows: <ul style="list-style-type: none">(a) Multiply the meals portion of the applicable M&IE rate as determined in § 301-11.103 of this part by .6; and(b) Add the amount computed in paragraph (a) and the incidental expense amount of the applicable M&IE rate as determined in § 301-11.103 of this part.
You select a fixed rate per diem instead of lodgings plus per diem as provided in § 301-11.200(g),	A rate determined by multiplying the applicable maximum lodging rate by .8 and adding the applicable M&IE rate.

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§ 301-11.203	How is my fixed rate per diem affected if I stay with friends or relatives?	Your fixed rate may not exceed the applicable M&IE rate as determined in § 301-11.103 of this part.
§ 301-11.204	Will FAA reduce my fixed rate per diem for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?	No. A meal provided by a common carrier or a complimentary meal provided by a hotel/motel doesn't affect your per diem.
§ 301-11.205	How is my fixed rate per diem calculated when I travel across the international dateline (IDL)?	Generally, if you travel across the IDL and are authorized a fixed rate per diem under § 301-11.200(a) of this part, your authorizing official should authorize the amount you will receive on each day. In all other instances (i.e., such amount is not specifically authorized on a day by day basis or you are authorized a fixed rate under §§ 301-11.200 (b) through (g) of this part), your actual elapsed travel time will be used to compute your per diem entitlement rather than calendar days.
§ 301-11.206	Must I be authorized my fixed rate in advance of travel?	Yes, you must be authorized a specific amount before you begin travel. If you are selecting the fixed rate option as provided in § 301-11.200(g) of this part, you must select the option prior to your travel. You will not be able to select a fixed rate option after travel is performed.
§ 301-11.207	Must I inform my authorizing official before my fixed rate per diem is authorized if I will not use commercial lodging or Government quarters?	<p>Yes. This information is necessary to establish the proper fixed rate reimbursement for you. If you fail to provide this information to your authorizing official, then:</p> <ul style="list-style-type: none">(a) Your fixed rate authorization will be considered invalid;(b) You will be reimbursed under lodgings plus;(c) You will be responsible for any excess payment; and(d) FAA will treat such excess as a debt to the Government.
§ 301-11.208	Must I stay in commercial lodging or another type of lodging which requires payment of an allowable lodging costs?	<p>Yes, if your authorized fixed rate is intended to cover lodging. If you do not stay in such lodging, then:</p> <ul style="list-style-type: none">(a) Your fixed rate authorization will be considered invalid;(b) You will be reimbursed under lodgings plus;(c) You will be responsible for any excess payment; and(d) FAA will treat such excess as a debt to the Government.

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§ 301-11.209	Must FAA pay me my fixed rate if I perform the travel as authorized?	Yes.
§ 301-11.210	May I receive an additional amount if my fixed rate does not cover my subsistence expenses?	<p>No. You may, however, be authorized to use lodgings plus per diem as provided in subpart B of this part or an ASEA as provided in subpart D of this part for a particular day if the following conditions are met:</p> <ul style="list-style-type: none">(a) You were authorized a fixed rate under § 301-11.200(a) of this part;(b) Your reduced rate was based on the Government providing you lodging and/or meals at no cost;(c) You make a reasonable effort to obtain the Government provided lodging and/or meals (e.g., making reservations with the Government lodging facility as soon as possible after notification, and planning your schedule to obtain meals at Government facilities);(d) The Government cannot provide you the lodging and/or meals that was the basis for your reduced rate; and(e) You are required to obtain lodging and/or meals at cost.
§ 301-11.211	Will FAA pay me an additional amount for lodging taxes if I receive a fixed rate under this subpart?	No. When you are paid a fixed rate as provided in § 301-11.200(a), however, FAA will consider your lodging taxes when determining the amount of your fixed rate.
§ 301-11.212	May I keep the amount of the fixed rate which exceeds my subsistence expenses?	Yes.
§ 301-11.213	Must I itemize my expenses on my travel claim?	No. You will be paid the fixed amount without itemization.
§ 301-11.214	Must I provide proof that I used commercial lodging, or that I had to pay to use some other type of lodging?	You will not need to submit a receipt with your travel claim. The authorizing official may, however, request documentation substantiating that you used commercial lodging or had to pay to use some other type of lodging.

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§ 301-11.215	How is my fixed rate per diem affected if I enter into a long-term rental and return to my official station during nonworkdays?	If you return to your official station, FAA will not pay the fixed rate per diem while you are at your official station whether the return travel is authorized or unauthorized. FAA will, however, consider authorized trips to your official station in determining your actual daily lodgings costs if you are authorized a fixed rate under § 301-11.200(a) of this part. You will be expected to pay your lodging costs from the fixed amount you receive while at the temporary duty site, so you should consider the time for which you will not receive per diem in selecting your lodging facility.
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SUBPART D—ACTUAL SUBSISTENCE EXPENSES ALLOWANCE (ASEA)

§ 301-11.300	Under what circumstances may FAA pay me an ASEA?	FAA may pay an ASEA for subsistence expenses when your per diem allowance is inadequate because subsistence expenses are unusually high due to special or unusual circumstances.
§ 301-11.301	What are “special or unusual circumstances” that warrant payment of an ASEA?	<p>“Special or unusual circumstances” are events that cause the applicable maximum per diem rate to be inadequate due to an unforeseen rise in lodging rates or a requirement that you use high cost facilities to accomplish your mission. Examples of “special or unusual circumstances” include the following:</p> <ul style="list-style-type: none">(a) You necessarily procure lodging and meals at a prearranged place such as a hotel where a meeting, conference or training session is held;(b) You travel to an area where subsistence rates have escalated for a short period of time during special functions or events (e.g., missile launching periods, international or national sports events, world’s fairs, conventions, natural disasters); affordable lodging accommodations can’t be obtained within a reasonable commuting distance of the TDY location; and transportation costs to commute to/from the less expensive lodging facility consume most of or all of the savings achieved from occupying less expensive lodging;(c) Because of special duties of your assigned mission you necessarily incur unusually high expenses such as to procure superior or extraordinary accommodations including a suite or other accommodations for which the charge is well above that which you normally would incur; or(d) You necessarily incur unusually high expenses when your assignment requires you to accompany another employee in a situation as described in paragraph (c) of this section.
§ 301-11.302	What will FAA pay me under the ASEA?	<p>FAA will pay:</p> <ul style="list-style-type: none">(a) Your actual lodging, meal, and incidental expenses not to exceed the “maximum daily amount”; and(b) When you travel within CONUS, your State and local lodging taxes regardless of amount. FAA, however, will only pay the amount of taxes that relates to reimbursable allowable lodging costs. FAA will not pay State and local taxes related to allowable lodging costs in excess of the maximum daily amount. FAA will prorate State and local taxes based on the ratio of the reimbursable allowable lodging cost over the total lodging cost.

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§ 301-11.303	What is the “maximum daily amount” that I may be reimbursed under ASEA?	The “maximum daily amount” is an amount established by FAA not to exceed 300 percent (rounded to the next higher dollar) of the applicable maximum per diem rate.
§ 301-11.304	Should I request reimbursement under ASEA before or after travel?	You should request reimbursement under ASEA in advance of travel. However, you may request approval after completion of your travel when supported by an explanation acceptable to FAA. You must furnish appropriate justification to support your request.
§ 301-11.305	What will FAA pay if my expenses are less than the maximum daily amount?	FAA will pay only your actual expenses. FAA will not pay you the difference between your actual expenses and the maximum daily amount when you’re authorized ASEA and your expenses are less than the maximum daily amount.
§ 301-11.306	What if my actual expenses exceed the maximum daily amount?	FAA will only pay your actual expenses up to the maximum daily amount. You are responsible for any amount in excess of the maximum daily amount.
§ 301-11.307	May my allowable lodging costs exceed 300 percent of the maximum lodging amount or my M&IE exceed 300 percent of the applicable M&IE rate?	Yes, so long as the sum of your allowable lodging costs and M&IE does not exceed the maximum daily amount.
§ 301-11.308	Must I itemize my expenses on my travel claim?	<p>You must itemize all expenses, including M&IE, (each meal must be itemized separately) for which you will be reimbursed under ASEA, except:</p> <ul style="list-style-type: none">(a) You may average expenses that do not accrue daily (e.g., laundry, dry cleaning, etc.) over the number of days FAA authorizes or approves ASEA; and(b) You do not have to itemize your M&IE if your M&IE is equal to or lower than the applicable M&IE rate under the lodgings plus per diem method as provided in subpart B of this chapter.
§ 301-11.309	Must I provide receipts to substantiate my claimed travel expenses?	<p>Yes, you must provide:</p> <ul style="list-style-type: none">(a) A lodging receipt, regardless of cost; and(b) A receipt for any other subsistence expense that is \$75 or more, unless:<ul style="list-style-type: none">(1) You provide a reason acceptable to FAA explaining why you are unable to provide the necessary receipt; or(2) Your M&IE is equal to or lower than the applicable M&IE rate under the lodgings plus per diem method as provided in subpart B of this chapter.

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APPENDIX B TO CHAPTER 301—ALLOCATION OF M&IE RATES TO BE USED IN MAKING DEDUCTIONS FROM THE M&IE ALLOWANCE

M&IE rates for localities in nonforeign areas outside the continental United States (prescribed in the Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in a per diem supplement to Section 925, Department of State Standardized Regulations (DSSR)(Government Civilian-Foreign Areas)) shall be allocated as shown in this table when making deductions from per diem for meals furnished at nominal or no cost while traveling outside CONUS (see § 301-11.104 of this chapter).

M&IE Rate	B r e a k f a s t	L u n c h	D i n e r	I n c i d e n t a l s
\$1	\$0	\$0	\$0	\$1
2	0	0	1	1
3	0	1	1	1
4	1	1	1	1
5	1	1	2	1
6	1	2	2	1
7	1	2	3	1
8	1	2	3	2
9	1	2	4	2
10	2	2	4	2
11	2	3	4	2
12	2	3	5	2
13	2	3	5	3
14	2	4	5	3
15	2	4	6	3
16	2	4	7	3
17	3	4	7	3
18	3	5	7	3
19	3	5	8	3
20	3	5	8	4
21	3	5	9	4
22	3	6	9	4
23	3	6	9	5
24	4	6	9	5
25	4	6	10	5
26	4	7	10	5
27	4	7	11	5
28	4	7	11	6

M&IE Rate	B r e a k f a s t	L u n c h	D i n e r	I n c i d e n t a l s
29	4	7	12	6
30	5	7	12	6
31	5	8	12	6
32	5	8	13	6
33	5	8	13	7
34	5	9	13	7
35	5	9	14	7
36	5	9	15	7
37	6	9	15	7
38	6	10	15	7
39	6	10	16	7
40	6	10	16	8
41	6	10	17	8
42	6	11	17	8
43	6	11	17	9
44	7	11	17	9
45	7	11	18	9
46	7	12	18	9
47	7	12	19	9
48	7	12	19	10
49	7	12	20	10
50	8	12	20	10
51	8	13	20	10
52	8	13	21	10
53	8	13	21	11
54	8	14	21	11
55	8	14	22	11
56	8	14	23	11

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M&IE Rate	B r e a k f a s t	L u n c h	D i n n e r	I n c i d e n t a l s
57	9	14	23	11
58	9	15	23	11
59	9	15	24	11
60	9	15	24	12
61	9	15	25	12
62	9	16	25	12
63	9	16	25	13
64	10	16	25	13
65	10	16	26	13
66	10	17	26	13
67	10	17	27	13
68	10	17	27	14
69	10	17	28	14
70	11	17	28	14
71	11	18	28	14
72	11	18	29	14
73	11	18	29	15
74	11	19	29	15
75	11	19	30	15
76	11	19	31	15
77	12	19	31	15
78	12	20	31	15
79	12	20	32	15
80	12	20	32	16
81	12	20	33	16
82	12	21	33	16
83	12	21	33	17
84	13	21	33	17
85	13	21	34	17
86	13	22	34	17
87	13	22	35	17
88	13	22	35	18
89	13	22	36	18
90	14	22	36	18
91	14	23	36	18
92	14	23	37	18
93	14	23	37	19
94	14	24	37	19

M&IE Rate	B r e a k f a s t	L u n c h	D i n n e r	I n c i d e n t a l s
95	14	24	38	19
96	14	24	39	19
97	15	24	39	19
98	15	25	39	19
99	15	25	40	19
100	15	25	40	20
101	15	25	41	20
102	15	26	41	20
103	15	26	41	21
104	16	26	41	21
105	16	26	42	21
106	16	27	42	21
107	16	27	43	21
108	16	27	43	22
109	16	27	44	22
110	17	27	44	22
111	17	28	44	22
112	17	28	45	22
113	17	28	45	23
114	17	29	45	23
115	17	29	46	23
116	17	29	47	23
117	18	29	47	23
118	18	30	47	23
119	18	30	48	23
120	18	30	48	24
121	18	30	49	24
122	18	31	49	24
123	18	31	49	25
124	19	31	49	25
125	19	31	50	25
126	19	32	50	25
127	19	32	51	25
128	19	32	51	26
129	19	32	52	26
130	20	32	52	26
131	20	33	52	26
132	20	33	53	26

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M&IE Rate	B r e a k f a s t	L u n c h	D i n n e r	I n c i d e n t a l s
133	20	33	53	27
134	20	34	53	27
135	20	34	54	27
136	20	34	55	27
137	21	34	55	27
138	21	35	55	27
139	21	35	56	27
140	21	35	56	28
141	21	35	57	28
142	21	36	57	28
143	21	36	57	29
144	22	36	57	29
145	22	36	58	29
146	22	37	58	29
147	22	37	59	29
148	22	37	59	30
149	22	37	60	30
150	23	37	60	30
151	23	38	60	30
152	23	38	61	30
153	23	38	61	31
154	23	39	61	31
155	23	39	62	31
156	23	39	63	31
157	24	39	63	31
158	24	40	63	31
159	24	40	64	31
160	24	40	64	32
161	24	40	65	32
162	24	41	65	32
163	24	41	65	33
164	25	41	65	33
165	25	41	66	33
166	25	42	66	33
167	25	42	67	33
168	25	42	67	34
169	25	42	68	34
170	26	42	68	34

M&IE Rate	B r e a k f a s t	L u n c h	D i n n e r	I n c i d e n t a l s
171	26	43	68	34
172	26	43	69	34
173	26	43	69	35
174	26	44	69	35
175	26	44	70	35
176	26	44	71	35
177	27	44	71	35
178	27	45	71	35
179	27	45	72	35
180	27	45	72	36
181	27	45	73	36
182	27	46	73	36
183	27	46	73	37
184	28	46	73	37
185	28	46	74	37
186	28	47	74	37
187	28	47	75	37
188	28	47	75	38
189	28	47	76	38
190	29	47	76	38
191	29	48	76	38
192	29	48	77	38
193	29	48	77	39
194	29	49	77	39
195	29	49	78	39
196	29	49	79	39
197	30	49	79	39
198	30	50	79	39
199	30	50	80	39
200	30	50	80	40
201	30	50	81	40
202	30	51	81	40
203	30	51	81	41
204	31	51	81	41
205	31	51	82	41
206	31	52	82	41
207	31	52	83	41
208	31	52	83	42

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M&IE Rate	B r e a k f a s t	L u n c h	D i n n e r	I n c i d e n t a l s
209	31	52	84	42
210	32	52	84	42
211	32	53	84	42
212	32	53	85	42
213	32	53	85	43
214	32	54	85	43
215	32	54	86	43
216	32	54	87	43
217	33	54	87	43
218	33	55	87	43
219	33	55	88	43
220	33	55	88	44
221	33	55	89	44
222	33	56	89	44
223	33	56	89	45
224	34	56	89	45
225	34	56	90	45
226	34	57	90	45
227	34	57	91	45
228	34	57	91	46
229	34	57	92	46
230	35	57	92	46
231	35	58	92	46
232	35	58	93	46
233	35	58	93	47
234	35	59	93	47
235	35	59	94	47
236	35	59	95	47
237	36	59	95	47
238	36	60	95	47

M&IE Rate	B r e a k f a s t	L u n c h	D i n n e r	I n c i d e n t a l s
239	36	60	96	47
240	36	60	96	48
241	36	60	97	48
242	36	61	97	48
243	36	61	97	49
244	37	61	97	49
245	37	61	98	49
246	37	62	98	49
247	37	62	99	49
248	37	62	99	50
249	37	62	100	50
250	38	62	100	50
251	38	63	100	50
252	38	63	101	50
253	38	63	101	51
254	38	64	101	51
255	38	64	102	51
256	38	64	103	51
257	39	64	103	51
258	39	65	103	51
259	39	65	104	51
260	39	65	104	52
261	39	65	105	52
262	39	66	105	52
263	39	66	105	53
264	40	66	105	53
265	40	66	106	53

For M&IE amounts greater than \$265, allocate 15%, 25%, and 40% of the total to breakfast lunch, and dinner, respectively. The remainder is the incidental expenses allowance.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-50.3	Who is not eligible to receive an allowance for expenses incurred in connection with residence transactions?	<p>The following are not eligible for an allowance for expenses incurred in connection with residence transactions:</p> <ul style="list-style-type: none">(a) An employee transferred to a post of duty in a foreign area;(b) An employee performing a temporary change of station;(c) A new appointee;(d) A student trainee;(e) An employee returning from an assignment outside CONUS to an assignment at his/her place of residence;(f) An employee returning from an assignment outside CONUS for separation from FAA service;(g) An employee receiving a “last move home” benefit; or(h) An employee assigned under the Government Employees Training Act (see 5 U.S.C. 4109).
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SUBPART B—RESIDENCE REQUIREMENTS

Property Requirements

§ 302-50.100	Which of my properties qualify for the allowance for expenses incurred in connection with residence transactions?	The following properties qualify:
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FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

At...	You qualify for the allowance for expenses incurred in connection with residence transactions on...
Your old official station,	(a) Your residence as defined in § 302-1.18; (b) Your mobile home, or the lot on which it is located, if it is your residence as defined in § 302-1.18; (c) Your former residence at your place of residence if you transfer from a post of duty to a new official station within CONUS which is different from the official station you transferred from when you began your assignment(s) outside CONUS.
Your new official station,	(a) Your new residence as defined in § 302-1.18; (b) The land where you will build your new residence as defined in § 302-1.18; or (c) The lot on which you will place your mobile home, if it will be your residence as defined in § 302-1.18.

§ 302-50.101	How many properties will FAA pay me an allowance for expenses incurred in connection with residence transactions?	Only one residence qualifies for payment of selling expenses, and only one residence qualifies for payment of purchase expenses.
§ 302-50.102	Are there any limits on how much land I can buy/sell in connection with the purchase/sale of my residence?	Only as much as reasonably relates to your residence. Generally, the land which reasonably relates to your residence is the plot of land which is customarily sold with a residence in the locality of your residence. Any additional property will be considered “excess property.”
§ 302-50.103	How is my reimbursement affected if I purchase/sell excess property?	FAA will reimburse only for expenses related to the purchase/sale of your residence. FAA will not reimburse you for expenses related to the purchase/sale of excess property. When your residence is sold with excess property, your expenses will be reimbursed on a pro rata basis. Your pro-rata share of the expenses will be determined by the ratio of the value of your residence (and reasonably related land) to the value of the entire purchase/sales price.

Occupancy Requirements

§ 302-50.120	Must I occupy the residence that I sell at Government expense at the time I am notified of the transfer?	Yes, unless you are transferring from a post of duty to a new official station within CONUS which is different from the official station you transferred from when you began your assignment(s) outside CONUS.
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